



**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)  
MISUSE INVESTIGATION REPORTING**

<input type="text" value="2018"/> <i>Calendar Year</i>	<input type="text" value="Palo Alto Police Department"/> <i>Agency Name or Qualifying Sub-Unit of a Non-LE Agency</i>
<input type="text" value="1/4/2019"/> <i>Date</i>	<input type="text" value="CA0431200"/> <i>Originating Agency Identifier (ORI) Number(s) – Attach Additional Paper if Necessary</i>

<input type="text" value="Lisa Scheff"/> <i>Name of Person Completing Form</i>	<input type="text" value="Lisa Scheff"/> <i>Name of Agency CLETS Coordinator (ACC)</i>
<input type="text" value="lisa.scheff@cityofpaloalto.org"/> <i>E-Mail Address of Person Completing Form</i>	<input type="text" value="lisa.scheff@cityofpaloalto.org"/> <i>E-Mail Address of Agency CLETS Coordinator (ACC)</i>
<input type="text" value="(650) 329-2553"/> <i>Phone Number</i>	<input type="text" value="(650) 329-2553"/> <i>Phone Number</i>

1. Total number of investigations performed related to CLETS misuse:
2. Total number of misuse investigations with **NO** misuse found:
3. Total number of misuse investigations still pending:
4. Total number of **founded** misuse violations from investigations: 
  - A. Total numbers for administrative actions taken on founded misuse violations<sup>1</sup>:

Counsel	<input type="text"/>	Reprimand	<input type="text"/>	Training	<input type="text"/>	Suspension	<input type="text"/>
Resignation	<input type="text"/>	Termination	<input type="text"/>	Other <sup>2</sup>	<input type="text"/>	No Action <sup>2</sup>	<input type="text"/>
  - B. Total number of criminal complaints filed:

Infraction	<input type="text"/>	Misdemeanor	<input type="text"/>	Felony	<input type="text"/>
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  - C. Total number of convictions from criminal complaints:

Infraction	<input type="text"/>	Misdemeanor	<input type="text"/>	Felony	<input type="text"/>
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5. How many misuse investigations originated from the following:

A. Private Citizen Complaints	<input type="text"/>	B. Internal Within Department	<input type="text"/>
C. From Another Agency	<input type="text"/>	D. Department of Justice	<input type="text"/>

Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable. The agency may need to contact their internal investigations department. For additional information please refer to the Department of Justice information bulletin 18-07-CJIS on the California Law Enforcement Web (CLEW).

<sup>1</sup>Total number of actions taken may exceed total number of founded misuse violations.

<sup>2</sup>If any number other than 0 is entered in "Other" or "No Action" it is required that the agency attach documentation that supports the decision. Personal information within the documentation should be redacted or omitted.

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